Checklist for Productive and Effective Meetings

Having effective meetings is not rocket science. This meeting checklist with a few simple meeting rules will help you have effective and efficient meetings – you will save time and money and participants will leave energized. Share this meeting checklist so everyone knows what the rules are and what is expected. You can [download or print meeting check list for effective meetings here.](#)

There are three stages around meetings: **preparation, the actual meeting and follow-up**. Neglecting the preparation and follow-up make the actual meeting a waste of time. MeetingKing can help to efficiently manage all three stages.

Preparation

- Define a clear goal
- Select participants
- Decide the form of the meeting (in person or phone or web conference)
- Set date and start and end time
- Distribute agenda and provide supporting material in time
- Demand that everyone is prepared
- Designate one person to take notes during the meeting. Consider rotating this function.

Actual Meeting

- Start on time
- Repeat the goal of the meeting
- Provide updates on tasks from previous meeting(s) if applicable
- Follow to the agenda, stay on time
- Stay focused, place new topics on parking lot for next meeting
- Take clear brief notes and distinguish between informational notes and decisions
- Assign tasks, assign each task to one person and set due date
- At the end of the meeting:
- summarize all decisions and tasks
- schedule follow-up meeting if required
- end on time

Follow-up

- Distribute minutes as soon as possible
- Communicate tasks to task owners
- Track tasks and follow-up if not completed by due date
- File minutes in a place where you can easily find them
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Ground rules

Ground rules create a productive environment where everyone can contribute in a meaningful way.

- No cell phones
- Demand proper preparation
- No side conversations
- Attendance means participation
- It is OK to have different opinions, but communicate a unified decision outward
- Make sure tasks are executed